



APPLICATION FOR RECORDS RETENTION SCHEDULE

S0506-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date May 1, 1985	Application Number 85-1	State Law Department *132 State Judicial Building Atlanta, Georgia 30334	Application Number 85-55	
			Date Received MAY 06 1985	Date Completed JUL 03 1985
2. Person to Contact Verley J. Spivey		Working Title Senior Assistant Attorney General	Telephone Number 656-3373	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1963		5. Records Series Title (followed by title used in office; if different) State and Authority Bond Legal files		
Latest current				
6. Division and Office Function *Fiscal Affairs Division State Law Department What is the function of the Division and the Office in which this record series is created? Handles matters related to the financial affairs of the State, including taxes, bonds, banking and investment. Represents the Department of Revenue, Department of Banks and Banking, the State Auditor, DOAS Fiscal, GSFIC, Teachers Retirement System and Employees Retirement System of Georgia for matters involving investment of funds.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the sale of State and Authority Bonds Included are: Affidavits, resolutions of State agencies, validation petitions, indenture agreements, etc. related to the preparation for sale and sale of State and Authority Bonds. File is arranged: chronologically by date of bond issue.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>less than one a month.</u>				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>1</u> ; Other (specify) _____				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | X _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | X _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | X _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Internal Revenue Code §103 and the regulations thereunder concerning arbitrage necessitate the retaining of resolutions, contracts and indentures in tax exempt bond issues during the life of the bond. Servicing the legal problems of the issue will require periodic referral to the file for the entire life of the issue, approximately 20 years in most cases, and for one year following.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 20 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Michael J. Bowen</i>	5-2-85	<i>L. Anna Strickland</i>	5-2-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>Robert J. Smith</i> 6/2/85
		Secretary of State/Designee	<i>Edward Weldon</i> 6/13/85
		Attorney General/Designee	<i>George R. ...</i> 7/2/85